

June 15, 2016

Louisiana Board of Ethics  
P.O. Box 4368  
Baton Rouge, LA 70821

2016 JUN 20 AM 9:01

Dear Ethics Board:

In reference to the late fees assessed on me in the month of April I am writing to request a waiver. When I started with the firm Fenet Treadway and Gaudin I was not aware that lobbying was going to be part of my job requirement. When the managing partner could no longer take care of this task I was at the last minute given the job. The assistant then signed me up and paid all the fees. I was not given any direction by the firm as to how to manage my lobbying account. I subsequently resigned from that firm. I was of course taken off the access to that email and was unaware that reports had not been filed or that even needed to be filed. I have since talked to Andrea in depth about what is required and assure you that this will not happen in the future.

Thank you very much for this consideration.

A handwritten signature in cursive script that reads "Audra Shay". The signature is fluid and extends to the right with a long, sweeping underline.

Audra Shay



STATE OF LOUISIANA  
DEPARTMENT OF STATE CIVIL SERVICE  
**LOUISIANA BOARD OF ETHICS**  
P. O. BOX 4368  
BATON ROUGE, LA 70821  
(225) 219-5600  
FAX: (225) 381-7271  
1-800-842-6630  
www.ethics.state.la.us

June 3, 2016

MS. AUDRA SIGLER SHAY  
906 AGNESS ST  
MANDEVILLE, LA 70448

CERTIFIED MAIL

NO. 70160910000020671042

RETURN RECEIPT REQUESTED

**RE: Legislative, Executive, and Local Filing Penalty  
April 2016 Lobbyist Expenditure Report**

Dear MS. SHAY:

Enclosed is an Order of the Louisiana Board of Ethics assessing late fees pursuant to La. R.S. 42:1157, for the late filing of a required lobbying expenditure report. Please submit a check or money order in the amount of \$450 payable to the Treasurer of the State of Louisiana to Post Office Box 4368, Baton Rouge, LA 70821.

**You have 20 days from receipt of this letter to dispute these assessments. You may elect to do either or both of the following:**

1. You may submit your request for a waiver to the attention of the Louisiana Board of Ethics.

Waivers are handled by the Ethics Board. The Board of Ethics may reduce, suspend, or decline to waive a late fee assessment based on the cause shown by the lobbyist. If you submit a request for a waiver of the late fee to the Board of Ethics, your request should contain details as to why, in your opinion, you have good cause why your report was not timely filed. Also, if you would like to appear before the Board of Ethics in connection with your request, you should state that in your letter. The request should be submitted to the attention of the Board of Ethics at the following address: P. O. Box 4368, Baton Rouge, LA 70821 or fax at (225) 381-7271.

2. You may appeal the assessments directly to the Ethics Adjudicatory Board (EAB).

Appeals to the EAB are proceedings before a three judge panel. **Mitigating factors are not considered during an EAB proceeding. The EAB does not have the authority to reduce, suspend, or waive a late fee assessment.** If you choose to appeal the assessment to the EAB, you should submit your request for an appeal to the attention of the Executive Secretary of the Louisiana Board of Ethics at P. O. Box 4368, Baton Rouge, LA 70821 or fax at (225) 381-7271.

If you timely submit a waiver request or appeal, your name will not be posted on the website pending the result of your appeal. Furthermore, if you request an appearance, you will be notified of the place and time prior to the meeting.

If you do not **pay or dispute** the assessment of the late fee within 20 days from the receipt of this letter, our office will forward the Order to the Attorney General's Office to institute collection proceedings. If a lawsuit is required to be filed, you will be responsible for all additional costs incurred. Please be advised that court costs can range from \$400-\$500.

Sincerely,  
**LOUISIANA BOARD OF ETHICS**

*Andrea M. Coghlan*

Andrea Coghlan

Enclosure